

# Application for Occupation of Road for Works Permit



(Includes Hoardings & Awnings, Mobile Crane and Travel Towers)

*Lifestyle Capital of Victoria*

## Applicant details

Name: \_\_\_\_\_  
Postal address: \_\_\_\_\_  
Suburb: \_\_\_\_\_ Post code: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email address: \_\_\_\_\_

## Works details

Street number: \_\_\_\_\_ Lot number: \_\_\_\_\_  
Street name: \_\_\_\_\_  
Suburb: \_\_\_\_\_ Post code: \_\_\_\_\_  
Date of Works : \_\_\_\_\_ Time of Works: \_\_\_\_\_  
Describe the type of works: \_\_\_\_\_  
\_\_\_\_\_

Type of equipment that will be involved in all works

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Fencing  
Awning  
Other

<input type="checkbox"/>
<input type="checkbox"/>

Hoarding  
Mobile Crane/Travel Tower

Details:

## Supporting documentation

The following documentation must be provided to Frankston City Council at the time of application.

- **Certificate of Currency (Public Liability Insurance)**

Cover must be current for the date/s requested to conduct the works and show cover to the value of greater than \$10m

- **Traffic Management Plan**

1:100 outlining the proposed location provision of traffic and signage for the duration of the works.

- **Asset Protection Permit Application**

Asset Protection Permit can be applied for via Frankston City Council website [www.frankston.vic.gov.au](http://www.frankston.vic.gov.au). For further information please contact Engineering Department on 1300 322 322.

**Statement of Acceptance** - This section must be completed by all applicants.

I declare that the information I have provided is true and correct. I have read, understood and agree to Frankston City Council's Occupation of Road for Works Permit 'Conditions of Issue and Use' and wish to apply for the selected permit to use in accordance with these terms. I will ensure that the permit is not sold, transferred or assigned to another party and will be solely used for the purpose as stated. I agree to return the permit if my eligibility changes. I acknowledge any information found to be false in support of this application will result in my permit being cancelled.

Applicants Name: \_\_\_\_\_  
Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Privacy Statement**

Frankston City Council is committed to protecting your privacy. The personal information you provide on this form will be used to liaise with you about your application. Your information will only be used and disclosed as authorised by law. For further information about how Council handles personal information, or to request access to your information, see [www.frankston.vic.gov.au](http://www.frankston.vic.gov.au) or contact Council's privacy officer on 1300 322 322.

**Permit Fees** – All fees are non-refundable as at 01/07/2020

**Application Fee** \$60.00 per application  
**Location Fee** \$120.00 per location  
**Hoarding/Fencing/Awnings** \$100.00 per week

**Mobile Crane/Travel Tower**

<input type="checkbox"/>	Under 10 tonne	\$60.00 per unit	<input type="checkbox"/>	No of Units
<input type="checkbox"/>	Over 10 tonne	\$120.00 per unit	<input type="checkbox"/>	No of Units

## How to apply

Please complete this application form and return with the required supporting documentation to Council via one of the methods below.

-  In Person Frankston City Council - Civic Centre  
30 Davey Street  
Frankston VIC 3199
-  By Mail Frankston City Council  
PO Box 490  
Frankston VIC 3199
-  By Email Please email this completed application form to: [info@frankston.vic.gov.au](mailto:info@frankston.vic.gov.au)

## Next steps

1. When we have received your application, we will contact you to advise how to pay. If you have provided an email address, **you will receive a link with details explaining how to pay the fee online.**
2. Once we have received payment, you will receive your permit **within 10 business days.**

## Further Information

For more information:

- Please visit Frankston City Council website [www.frankston.vic.gov.au](http://www.frankston.vic.gov.au), or
- Call Council on 1300 322 322 and ask to speak to our helpful Engineering Services staff.

---

## Office use only

Payee name: \_\_\_\_\_ Account code: AP \_\_\_\_\_  
Address: \_\_\_\_\_ Total: \$ \_\_\_\_\_

# Conditions and Issue of Use: Occupation of Road for Works Permit



(Includes Hoardings & Awnings, Mobile Crane and Travel Towers)

*Lifestyle Capital of Victoria*

## Permit Conditions

- Applicants must complete Frankston City Council's Occupation of Road for Work Application form and submit it to Council with the required supporting documentation within prior to the placement of the item on Council land.
- Applications must be submitted to Council at least five (5) working days prior to the commencement of the proposed works.
- All applicants must provide a copy of Certificate of Currency (Public Liability Insurance). Cover must be current for the dates proposed to conduct the activity and show cover to the value of or greater than \$10 million.
- All applicants must provide a Traffic Management Plan 1:100 that
- All applicants must provide written notice, 48 hours' prior to commencement of work to the occupiers of the following properties:
  - Directly adjacent to the proposed site
  - Where access to the property will be restricted due to a temporary road closure
  - In adjacent street where the only vehicular access to their property is through the work site
  - Who may be adversely affected by the proposed works
- All applicants must complete and submit an Asset Protection Permit Application form
- All applicants must comply with the Conditions of the Asset Protection Permit
- Frankston City Council reserves the right to request additional information or documentation that may support the application.
- Any instruction(s)/direction(s) issued by an authorized officer of Frankston City Council or a member of Victoria Police must be complied with immediately.
- Any instruction(s)/direction(s) issued by an authorized officer of Frankston City Council or a member of Victoria Police not complied with may result in the issuing of an infringement to the individual under Infringement 'Failure to comply with the direction of an authorized officer'.
- The area must be left in a clean state to the satisfaction of Frankston City Council. Any unreasonable damage or spoiling of an asset as a result of the activity will incur a rectification cost.
- Litter dropped must be retrieved immediately. Failure to do so will result in cleaning and/or infringement costs.
- Placement and use of an item outside the Conditions and Issue of Use are prohibited and subject to enforcement.
- All parking regulations, other than restrictions on timed parking, are to be complied with unless signs indicate otherwise.
- Any permit which is obtained as a result of providing false or misleading information may be cancelled and the supplier may be ineligible to obtain a permit for a period of up to twelve (12) months.
- Failure to comply with the Condition and Issue of Use may result in cancellation or withdrawal of the permit(s) and the supplier may be ineligible to obtain a permit for a period of up to twelve (12) months.
- Frankston City Council reserves the right to withdraw a permit at any time.
- Frankston City Council reserves the right to change the Conditions and Issue of Use of the permit at any time.

## Suppliers, drivers and hirers must comply with the following relevant legislation not listed below:

- General Local Law 2016 No.8
- Road Safety Regulations 2009
- Road Management Act 2004